



JON S. CORZINE
Governor

New Jersey Office of the Attorney General

Division of Consumer Affairs
Fire Alarm, Burglar Alarm and Locksmith Advisory Committee
124 Halsey Street, 6th Floor, Newark, NJ 07102



ANNE MILGRAM
Attorney General

LAWRENCE DEMARZO
Acting Director

Mailing Address:
P.O. Box 45042
Newark, NJ 07101
(973) 504-6245

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Dear CANDIDATE FOR CE SPONSORSHIP:

Prior to renewing his/her license in 2010, a licensee will be required to have taken a total of thirty-six hours of continuing education during the triennial cycle of 2007-2010 for his/her 2010 License Renewal. This thirty-six hours of continuing education must consist of the following mandatory requirements:

- A. One (1) Continuing Education Credit in Barrier Free Subcode, N.J.A.C. 5:23-7
- B. One (1) Continuing Education Credit in New Jersey Uniform Construction Code, N.J.A.C. 5:23
- C. One (1) Continuing Education Credit in the Americans with Disabilities Act Code, 36 C.F.R. s 1191

And. . . . A licensee seeking renewal of a Burglar Alarm License shall have. . .

- D. A minimum of three (3) Continuing Education Credits in Smoke Detection Systems
- E. A licensee shall obtain the balance of Continuing Education Credits in **trade-related** subjects

NOTE: A licensee may take a maximum of twelve (12) credits in continuing education courses related to business **and/or** law. This is not a mandatory requirement, but a licensee may opt to take these courses.

A licensee may carry up to eight (8) Continuing Education Credits in trade-related subjects.

You have communicated with the Board and expressed your interest in teaching. This would be for courses/seminars taught during 2007-2010 for the 2010 triennial renewal.

Enclosed is an Application for Continuing Education Course/Seminar Approval. Please provide all information requested; note that this application will hold a total of four (4) specific courses, but if that is not enough room to include all the courses you wish to teach, the Application

continued.

continued.

may be reproduced. You must provide a **Course Title, a brief Course Description and the Instructors Name(s).** You are also requested to provide information relating to the **length of the Course/Seminar.** Be sure to **attach a Detailed Course Outline for each course/seminar you wish to teach and a Copy of the Resume/Curriculum Vitae for each instructor** you list.

Please note that a Sponsor is required to submit a **Continuing Education Program Sponsor Fee (\$100.00)** with his/her Application, N.J.A.C. 13:31A-1.4. Your Certified Check or Money Order should be made out to the "State of New Jersey". Whether you are seeking Advisory Committee approval for one (1) course or one hundred (100) hundred courses, only one (1) check for \$100.00 is required, but only **IF** you submit all of your courses for approval at the same time. In other words, if you come back to the Advisory Committee one (1) month or one (1) year from now with additional courses you are seeking approval for, you will be required to pay another Continuing Education Sponsor Fee (\$100.00). This "**ALL AT ONE-TIME SUBMISSION**" concept is to encourage sponsors to submit everything at one time so that the Advisory Committee can review the entire package. This saves the Committee and Committee staff time and it will save you money! **Your check must be included with your Application for Continuing Education Course/Seminar Approval.**

To avoid delay, please **review your application and entire submission for completeness.** Please feel free to contact the Advisory Committee Office if you have any questions regarding the application process for teaching Continuing Education.

Thank you for your interest in teaching Continuing Education. We look forward to hearing from you.

Very truly yours,

FIRE ALARM, BURGLAR ALARM & LOCKSMITH ADVISORY COMMITTEE

Enclosures

Fire Alarm, Burglar Alarm & Locksmith Advisory Committee

Instructions

For Completing your Continuing Education Sponsorship Application

1. Print clearly your Sponsor Name. This could be your natural name, an organization or association name, or a name that you have chosen for your sponsorship group.
2. Print clearly your Street Address and your City, State and Zip Code.
3. Print clearly the name of the Contact Person for your sponsorship. It could be yourself or someone else that will be taking on this responsibility.
4. Provide a Telephone Number where interested parties can contact you. Also provide a Fax Number, an E-mail Address and any other contact information you want to provide. If any of this requested information is not available, just write N/A. However, we must have a Telephone Number!
5. Provide a Short Title for the Course or Seminar you plan to offer along with the anticipated Number of Instructional Hours you expect the course/seminar to last.
6. Provide a Course Description. You may put "See Attached" as you are required to include a detailed Course/Seminar Outline in which you have incorporated the Course/Seminar Content. This must be done for each Course/Seminar you submit for consideration and approval.
7. List the Instructor or Instructors that will be teaching this particular Course/Seminar. You must include a Resume/Curriculum Vitae for each instructor you anticipate will be teaching one or more of your Courses/Seminars. Instructors will be assigned Instructor Numbers.
8. The application allows for Four (4) Courses to be submitted; however, you may copy the application for any additional Courses/Seminars that you may want to submit for consideration and approval.
9. Send your Application with Supporting Documentation to the Advisory Committee - Address at end of Application. Include your Continuing Education Sponsorship Fee of \$100.00 made payable to "The State of New Jersey". You may submit one course or 100+ courses with your original submission; the fee will still be \$100.00. But, each time you alter, change, add to or delete Courses/Seminars that you are sponsoring in pursuing months, you will be required to submit an additional \$100.00.
10. If you have any questions and/or concerns about the Continuing Education Program that has been put in place for licensees of the Fire Alarm, Burglar Alarm and Locksmith Advisory Committee, please call the Committee Office, (973) 504-6245 for clarification and assistance.

**We Welcome Your Participation in the
Continuing Education Program!**

Fire Alarm, Burglar Alarm and Locksmith Advisory Committee

**SPONSOR APPLICATION FOR CONTINUING EDUCATION
COURSE/SEMINAR APPROVAL**

NAME OF SPONSOR/PROVIDER: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

NAME OF CONTACT

PERSON: _____

TEL. NO: _____ **FAX NO:** _____

E-MAIL NO: _____ **OTHER:** _____

**TITLE OF COURSE(S)/SEMINAR	COURSE LENGTH (HRS)	BREAKS & LUNCH TOTAL(HRS)
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**1. _____	_____	_____
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INSTRUCTORS: _____

INTENDED FOR: ☐ Technical Fire ☐ Technical Burglar ☐ Technical Locks ☐ Laws/Codes
☐ Business ☐ Safety ☐ Electronic Security (CCTV, Intercom, Access, etc.)

**2. _____	_____	_____
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INSTRUCTORS: _____

INTENDED FOR: ☐ Technical Fire ☐ Technical Burglar ☐ Technical Locks ☐ Laws/Codes
☐ Business ☐ Safety ☐ Electronic Security (CCTV, Intercom, Access, etc.)

**3. _____	_____	_____
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INSTRUCTORS: _____

INTENDED FOR: ☐ Technical Fire ☐ Technical Burglar ☐ Technical Locks ☐ Laws/Codes
☐ Business ☐ Safety ☐ Electronic Security (CCTV, Intercom, Access, etc.)

**4. _____	_____	_____
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INSTRUCTORS: _____

INTENDED FOR: ☐ Technical Fire ☐ Technical Burglar ☐ Technical Locks ☐ Laws/Codes
☐ Business ☐ Safety ☐ Electronic Security (CCTV, Intercom, Access, etc.)

OFFICIAL USE

Sponsor # _____

DATE: _____

CODE _____
_____ HR's

CODE _____
_____ HR's

CODE _____
_____ HR's

CODE _____
_____ HR's

Attach Course Outline (including duration and number of breaks) For Each Course And All Instructor(s) Resumé's

To be used when selecting the topics for the courses you submit:

FBL COURSE CODES
for Continuing Education Topics

■ **TECHNICAL COURSES:**

TECLD (Technical - Lock Devices)
TECFA (Technical - Fire Alarm)
TECBA (Technical - Burglar Alarm)
TECBF (Technical - Burglar & Fire Alarm)
TECES (Technical - Electronic Security, CCTV,
 Intercom, Access & Misc.)

■ **SAFETY COURSES:**

SAF (Safety)

■ **LAWS/CODES COURSES:**

L/C (Laws & Codes)

■ **BUSINESS COURSES:**

BUS (Business)

SAMPLE LESSON PLAN

NOTE:

Each Continuing Education Credit (CEU) is based on 1 hour of contact time not including breaks or lunch.

Class objective

A brief statement on the objective of the course and what is hoped to be achieved by the course should be at the start of the lesson plan

(The lesson plan should be in outline form showing the sections of the lesson and then the key points to be covered by each section. The time to complete each section should be shown on the outline, again just classroom contact time.)

1. Title (45 minutes)
 - A. Key point
 - B. Key point
 - C. Key point
 - D. Etc
2. Title (45 minutes)
 - A. Key point
 - B. Key point
 - C. Key point
 - D. Etc
3. Break (15 minutes)
4. Title (45 minutes)
 - a. Key point
 - b. Key point
 - c. Key point
 - d. Etc
5. Title (45 minutes)
 - a. Key point
 - b. Key point
 - c. Key point
 - d. Etc

Total time including break 195 minutes, total contact time 180 minutes (3hours)
therefore this is a 3CEU course .